

APPLICATION FOR NOTICE-TO-PROCEED PERMIT  
BALTIMORE CITY  
COMMISSION FOR HISTORICAL AND ARCHITECTURAL PRESERVATION

**Exterior changes to all properties within Baltimore City's historic districts, and local Landmark structures must be presented to the Commission for Historical and Architectural Preservation (CHAP) for review and approval**, before a building permit can be issued. Guidelines are available to assist you with your renovation or restoration efforts; these serve as standards for all CHAP decisions with regard to your architectural plans. The staff at CHAP is available to aid you in obtaining the required CHAP Notice-To-Proceed; an appointment is recommended for larger projects, or if design- and/or planning advice is requested. In addition, prior to obtaining a Notice-To-Proceed, CHAP requires that the applicant presents the plans to the appropriate historic district neighborhood association for review and comments, which will be incorporated into CHAP decisions. **It is strongly suggested that you do not order or purchase any materials, or proceed with any work**, until CHAP approval and required City permits are obtained. Please provide the following information (print):

1) PROPERTY ADDRESS: \_\_\_\_\_ ZIP \_\_\_\_\_

2) OWNER'S NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

3) OWNER'S ADDRESS: \_\_\_\_\_ ZIP \_\_\_\_\_

4) APPLICANT'S NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

5) APPLICANT'S ADDRESS: \_\_\_\_\_ ZIP \_\_\_\_\_

6) APPLICANT IS: ☐ Owner ☐ Lessee ☐ Architect ☐ Consultant  
☐ Contractor ☐ Other

7) ARCHITECT (if any): \_\_\_\_\_

8) CONTRACTOR (if any): \_\_\_\_\_

**9) DETAILED DESCRIPTION OF ALL EXTERIOR CHANGES PROPOSED:** Please attach plans, drawings, catalogue samples and specifications of the exterior work that you are planning, as well as photographs and/or drawings of the existing condition of your building (see checklist for required materials and information to be submitted):

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10) NEIGHBORHOOD ASSOCIATION (ARCHITECTURAL REVIEW COMMITTEE)  
COMMENTS:

APPROVED / APPROVED WITH MODIFICATIONS / NOT APPROVED

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Signature of association representative (CHAP liaison)

Date

11) IF YOUR PROPOSAL IS ONE THAT WILL AFFECT YOUR NEIGHBORS (ADDITION, FENCE, DECK, AC UNIT, SATELLITE DISH, SIDEWALK ETC.) HAVE YOU DISCUSSED YOUR PLANS WITH THEM (please circle):            YES            NO

12) APPROXIMATE PROJECT START AND FINISH DATES: \_\_\_\_\_

13) IF A SPECIAL ZONING APPROVAL (VARIANCE) IS REQUIRED, HAVE YOU OBTAINED SUCH APPROVAL FROM THE BOARD OF MUNICIPAL ZONING APPEALS? IF YES, LIST DATE: \_\_\_\_\_

### **TAX CREDITS**

Baltimore City is currently offering a property tax incentive program that will retain your property tax at the current (pre-rehab) level for 10 years. A minimum investment of 25% of the full cash value of your property, and **certification by CHAP are needed to benefit from this program. Projects must be pre-certified before any work can start. Call CHAP (410-396-4866 “4”) for further information and application form.**

Information about the State and Federal historic tax credit programs may be obtained by calling 410-514-7626.

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Signature of applicant

Date

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**Print full name**

### **Please note:**

Certain permit requests will require a public hearing, subject to full Commission review, for which a CHAP hearing notice must be posted 10 days prior to the hearing date. 20 (twenty) copies of this application and supporting plans and specifications are to be submitted to CHAP staff no later than 3 weeks prior to this hearing. You will be notified by CHAP staff, whether a public hearing will be needed for your project review.

CHAP hearings are held on the second Tuesday of the month, at 1:30 PM, in the Department of Planning, 8<sup>th</sup> floor, 417 East Fayette Street, Baltimore, Maryland 21202.

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NOTICE-TO-PROCEED CHECKLIST

Not all information is required for each project; include only what is applicable to your proposal.

1. REHABILITATIONS AND ADDITIONS:

\_\_\_\_\_ Elevations drawings or photographs indicating proposed Alterations. Include door(s) and window(s) design. Manufacturer's catalogue data may be used

\_\_\_\_\_ Exterior material description

\_\_\_\_\_ Photographs of existing condition from all relevant elevations

\_\_\_\_\_ For additions: site plan showing lot dimensions and existing building on lot, location and size of proposed addition

\_\_\_\_\_ Historic photographs should accompany any request to return the building or structure to an earlier appearance

2. MATERIAL CHANGE:

\_\_\_\_\_ Detailed description of proposed work

\_\_\_\_\_ Photographs of area involved

\_\_\_\_\_ Samples and specifications of materials involved

3. PAINTING:

\_\_\_\_\_ Specifications (name, number, and manufacturer) of paint color

\_\_\_\_\_ Paint color sample

4. NEW CONSTRUCTION:

\_\_\_\_\_ Elevation drawings in scale of all sides

\_\_\_\_\_ Photographs of proposed site and adjacent properties (context)

\_\_\_\_\_ Site plan showing proposed building footprint

\_\_\_\_\_ Specifications for materials, incl. Colors (roof, siding, windows, doors, architectural ornamentation)

\_\_\_\_\_Material samples

5. SIGNS:

\_\_\_\_\_Dimensional elevation identifying materials, colors, lettering  
(Size and style), and wordage

\_\_\_\_\_Photograph indicating sign location

\_\_\_\_\_Lighting specifications, if applicable

6. ACCESSORY USE:

Parking lots / areas:

\_\_\_\_\_Site plan showing dimensions and location of screening

\_\_\_\_\_Materials specifications for parking surface, fences and walls,  
As well as landscaping plan

Fences and Walls:

\_\_\_\_\_Site plan showing location of fence/wall

\_\_\_\_\_Sketch, drawing or photograph of proposed design

\_\_\_\_\_Photographs of area to be fenced and adjacent properties

Mechanical equipment, walks, and landscaping:

\_\_\_\_\_Site plan showing location and layout

\_\_\_\_\_Photographs of area affected

\_\_\_\_\_Material specifications

7. DEMOLITION AND HARDSHIP

\_\_\_\_\_Request and complete specific Hardship and Demolition  
Application

\_\_\_\_\_Photographs of building or structure to be demolished  
(Or portion of building to be demolished)

***Any questions concerning CHAP's permit application procedures should be directed to our office in the Department of Planning, 417 E. Fayette Street, 8th Floor, Baltimore, Maryland 21202  
Tel.: (410) 396-4866***